Tips for conducting in-person mock interviews

Thanks for making the time to offer UVic co-op students some interview practice. This is an important component to each student’s work search preparation as they get ready to apply for real co-op jobs, and the students strongly appreciate your feedback!

A few handy tips

Ahead of time, UVic co-op staff will provide you with the following information:

- when and where the mock interview clinic will take place
- parking information and your parking pass
- the mock job posting that students will be interviewing for
- students’ application packages – résumés and cover letters, sample questions to ask during the mock interview
- evaluation forms to evaluate students’ interview performance

There’s no need to worry about technology—our mock interviews are in person!

How the mock interviews will work

- Mock interview clinics will take place in a large room or individual office space. Co-op staff will be present to welcome and orient you to the interview process.
- Students will be reminded that the 20-minute interview starts from the moment they sign in at the event.
- Get into character as interviewer. Simulate a defined beginning of the actual interview; introduce yourself and greet the interviewee with a handshake.
- Smile—the co-op students will likely be nervous, and for some, it may be their first interview!
- Ask your questions and try to keep the interview flowing like a conversation. We’ll provide you with sample interview questions or you are welcome to use your own. Feel free to jot down responses and follow-up questions if desired.
- Be consistent with each student—ask the same questions, and allow the same amount of time to answer each question.
- Students may get distracted, particularly in a large room with multiple interviews taking place. Your focus on the interview process will assist the interviewee to remain focused.
At the end of the interview, ask the interviewee if they have any questions for you. You may not know the answers but this will give the student a chance to think about what to ask.

Conclude the interview and thank the student for his/her time.

Next up is the 5-minute feedback session. Please provide the student with constructive feedback on their interview performance using the mock interview evaluation as a guide. The feedback can be verbal or written – whichever is most comfortable for you.

Once the 5-minute feedback session is over, a co-op staff member will alert you to bring your interview to a close.

Thank you very much again for your participation in the mock interview clinic!